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# Office Memorandum • UNITED STATES GOVERNMENT

TO : Chief, Intelligence School

DATE: 9 October 1956

FROM : Chief, Visual Aids Staff

SUBJECT: Weekly Activities Report  
3 October through 9 October 1956

## I. Progress on Training Aids

- A. Intelligence School, Office of the Chief
  - 1. Compiling a Visual Aids Brochure
- B. Intelligence B.1
  - 1. Organizational chart for "menu-board" in progress
- C. Intelligence B.3
  - 1. Layouts for OCR Graphics Register Film Branch near completion
- D. Language and Area Training
  - 1. One chart, "Development of an Area Specialist," in progress
  - 2. Layout and compiling of [redacted] Newspaper Reader in progress
- E. Plans and Policy Staff/OTR
  - 1. Three completed course schedules returned for additional changes
- F. OTR Security Officer
  - 1. Four slogans to be lettered and framed. One completed.
- G. Office of Personnel
  - 1. Display for Insurance and Death Benefits in progress

## II. Training Aids Completed During Week

- A. Intelligence B.3
  - 1. Two "Chain of Command" charts for OCR organization
- B. International Communism 0.6
  - 1. Retitled, retouched, and trimmed 25 world maps
- C. Operations 0.6
  - 1. Thirteen name plates
- D. Language and Area Training
  - 1. Mounted map of [redacted] on muslin

25X1

25 YEAR RE-REVIEW

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**E. Plans and Policy Staff/CTR**

1. Four layouts of cover for Catalog of CTR Courses completed and submitted for selection

**F. CTR Library**

1. Six signs, 18 x 6 inches



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